



VISAYAS
STATE UNIVERSITY

ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE

January 27, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Dennis P. Peque**
VP for REI

Dear **Dr. Yepes**:

This is to recommend the appointment of **Ms. Marejen A. Villaremo** as Co-Project Leader of the VSU funded Extension Program entitled "**Participatory Eco-Farming Program for the Visayas**" without honorarium effective January 2, 2025 to December 31, 2025 chargeable to **TP.UF.09** unless sooner terminated due to lack of funds.

As Co-Project Leader, she is expected to perform the following responsibilities with appropriate workload unit equivalent:

1. Assists the Project Leader in the over-all management of the project.
2. Helps the Project Leader in coordinating with other agencies and stakeholders;
3. Helps prepare training materials/manuals;
4. Helps present extension outputs during the annual RDE in-house review.
5. Assists in the preparation and submission of progress reports.

In case of any changes in the title, methodology, project site, and/or budget, the approval should first be sought from the University President upon recommendation by the concerned Center Director and the Vice President for Research, Extension and Innovation.

Very truly yours,

JEROME O. ARRIBADO
Head, Eco-FARM I



**ECO- FARM RESOURCES AND MANAGEMENT
INSTITUTE**

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